Supportive Services for Veteran Families
Reporting Schedule: August 2015

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
SSVF National Webinar	Program Manager Staff, Quality Assurance Staff, Data Specialist and Direct Staff who enter HMIS Data	Understanding Repository Monthly Grantee Reports	8/6/2015	Additional Webinar-Registration link in SSVF Weekly Program Update
Data Upload to VA Repository	All Grantees	July 2015 Data	8/7/2015	VA Repository is available for first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports
Program Changes	All Grantees	Quarter 4 Program Change Request	8/7/2015	Additional deadline, to facilitate volume of HHS Change requests . Any requests submitted by 8/7 will be processed this month. Requests are submitted to the SSVF_Changerequests@va.gov
SSVF National Webinar	All Grantee Staff	SSVF Annual Report; Homelessness Prevention	8/20/2015	Regular 3rd Thursday National Webinar-Registration link in SSVF Weekly Program Update
SSVF National Webinar	Program Manager Staff, Direct Service, Benefits Specialists	Key Strategies for Connecting Persons Experiencing Homelessness to SSI/SSDI Benefits	8/27/2015	Additional Webinar-Registration link in SSVF Weekly Program Update

Supportive Services for Veteran Families
Reporting Schedule: September 2015

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Community Plans Update	All Grantees	6/16/2015 To 8/15/2015	9/1/2015	One update per CoC. Grantees must participate in all CoCs, in which they serve . Link for upload to Program Office will be available on SSVFU at least 7 days before deadline. Reminder will be sent out in SSVF Weekly Update
Program Changes	All Grantees	Quarter 4 Program Change Request	9/1/2015	Regular Deadline: Program change requests submitted between 8/8 - 9/1/2015 will be processed after 9/1/2015. as per the Companion Guide located on SSVFU. Requests are submitted to the SSVF_Changerequests@va.gov
Data Upload to VA Repository	All Grantees	August 2015 Data	9/8/2015	VA Repository is available for first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports
SSVF National Webinar	All Grantee Staff and Community Partners	Community Plan Updates	9/17/2015	Regular 3rd Thursday National webinar-Registration link in SSVF Weekly Program Update
SSVF Education Series	Program Manager Staff, Lead Case Managers, Outreach Staff	Outreach Strategies	9/30/2015	Optional Webinar- SSVF grantees will share current practices. Registration link in SSVF Weekly Program Update

Supportive Services for Veteran Families
Reporting Schedule: October 2015

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Data Upload to VA Repository	All Grantees	September 2015 Data	10/7/2015	VA Repository is available for first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports
SSVF National Webinar	TBD	TBD	10/15/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update
Quarterly Performance Reports (Priority 1 Non renewals Awards)	Grantees with Priority 1 funding (non renewal awards)	Q4: 07/01/2015 To 9/30/2015	10/20/2015	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Qualitative (Narrative) Reports available on the SSVF University

Supportive Services for Veteran Families
Reporting Schedule: November 2015

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Community Plans Update	All Grantees	8/16/2015 To 10/15/2015	11/2/2015	One update per CoC. Grantees must participate in all CoCs , in which they serve . Link for upload to Program Office will be available on SSVFU at least 7 days before deadline. Reminder will be sent out in SSVF Weekly Update
Data Upload to VA Repository	All Grantees	October 2015 Data	11/6/2015	VA Repository is available for first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports
Quarterly Performance Reports	Grantees with renewal awards who did **not** request an extension to expend funds	Q4: 07/01/2015 To 9/30/2015	11/16/2015	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Qualitative (Narrative) Reports available on the SSVF University
SSVF National Webinar	All Grantee Staff and Community Partners	Community Plan Updates	11/19/2015	Regular 3rd Thursday National webinar-Registration link in SSVF Weekly Program Update
Federal Financial Reports	Grantee with renewable awards	10/01/2015 To 9/30/2015 or end of extension (if applicable)	11/16/2015 To 12/15/2015	Completed in the Payment Management System. Completion time should be the same time as the Final QPR submission. Further instructions will be out by Program Office.

Supportive Services for Veteran Families
Reporting Schedule: December 2015

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
SSVF Education Series	Program Manager Staff, Lead Case Managers, Direct Service Staff	Barrier Busting Strategies	12/2/2015	Optional Webinar- SSVF grantees will share current practices. Registration link in SSVF Weekly Program Update
Data Upload to VA Repository	All Grantees	November 2015 Data	12/7/2015	VA Repository is available for first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports
Quarterly Performance Reports for Grantees on Extension	Grantees with renewal awards who requested an extension to expend funds until no later than 11/30/2015	Q4: 07/01/2015 to end of extension (Financial) Q4: 07/01/2015 To 9/30/2015 (Qualitative)	12/15/2015	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Grantee will use 4th quarter tab to report on all expenditure until the extension is complete. Qualitative (Narrative) Reports available on the SSVF University.
Federal Financial Reports	Grantee with renewable awards	10/01/2015 to 9/30/2015 or end of extension (if applicable)	11/16/2015 to 12/15/2015	Completed in the Payment Management System. Completion time should be the same time as the Final QPR submission. Further instructions will be out by Program Office.
SSVF National Webinar	TBD	TBD	12/17/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update

Supportive Services for Veteran Families
Reporting Schedule: January 2016

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Community Plans Update	All Grantees	10/16/2015 To 12/15/2015	1/4/2016	One update per CoC. Grantees must participate in all CoCs, in which they serve . Link for upload to Program Office will be available on SSVFU at least 7 days before deadline. Reminder will be sent out in SSVF Weekly Update
Data Upload to VA Repository	All Grantees	December 2015 Data	1/8/2016	VA Repository is available for first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports
Quarterly Performance Reports	All Grantees	FY15 Q1 10/01/2015 To 12/31/2015	01/20/2016	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Qualitative (Narrative) Reports available on the SSVF University
SSVF National Webinar	TBD	TBD	1/21/2016	Regular 3rd Thursday National Webinar-Registration link in SSVF Weekly Program Update

Supportive Services for Veteran Families
Reporting Schedule by Event

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Community Plans Update	All Grantees	6/16/2015 To 8/15/2015	9/1/2015	One update per CoCs. Grantees must participate in all CoCs, in which they serve. Link for upload to Program office will be on SSVF University at least 7 days before deadline. Reminder will be sent out in SSVF Weekly Update.
Community Plans Update	All Grantees	8/16/2015 To 10/15/2015	11/2/2015	One update per CoCs. Grantees must participate in all CoCs, in which they serve. Link for upload to Program office will be on SSVF University at least 7 days before deadline. Reminder will be sent out in SSVF Weekly Update.
Community Plans Update	All Grantees	10/16/2015 To 12/15/2015	1/4/2016	One update per CoCs. Grantees must participate in all CoCs, in which they serve. Link for upload to Program office will be on SSVF University at least 7 days before deadline. Reminder will be sent out in SSVF Weekly Update.

Supportive Services for Veteran Families
Reporting Schedule by Event

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Data Upload to VA Repository	All Grantees	July Data	8/7/2015	VA Repository is available for the first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports.
Data Upload to VA Repository	All Grantees	August Data	9/8/2015	VA Repository is available for the first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports.
Data Upload to VA Repository	All Grantees	September Data	10/7/2015	VA Repository is available for the first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports.
Data Upload to VA Repository	All Grantees	October Data	11/6/2015	VA Repository is available for the first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports.
Data Upload to VA Repository	All Grantees	November Data	12/7/2015	VA Repository is available for the first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports.
Data Upload to VA Repository	All Grantees	December Data	1/8/2016	VA Repository is available for the first 5 working days of each month. Uploads are mandatory and need to be certified as completed on Quarterly Reports.

Updated: July, 30th 2015

Supportive Services for Veteran Families
Reporting Schedule by Event

Event	Grantee Staff Responsible	Topic or Due Date	Date Range	Notes
Quarterly Performance Reports	Grantees with renewal awards who did **not** request an extension to expend funds	Q4: 07/01/2015 To 9/30/2015	11/16/2015	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Qualitative (Narrative) Reports available on the SSVF University
Quarterly Performance Reports (Priority 1 Non renewals Awards)	Grantees with Priority 1 funding (non renewal awards)	Q4: 07/01/2015 To 9/30/2015	10/20/2015	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Qualitative (Narrative) Reports available on the SSVF University
Quarterly Performance Reports for Grantees on Extension	Grantees with renewal awards who requested an extension to expend funds until no later than 11/30/2015	Q4: 07/01/2015 to end of extension (Financial) Q4: 07/01/2015 To 9/30/2015 (Qualitative)	12/15/2015	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Grantee will use 4th quarter tab to report on all expenditure until the extension is complete. Qualitative (Narrative) Reports available on the SSVF University.
Federal Financial Reports	Grantee with renewal awards .	10/01/2015 To 09/30/2015 or end of extension (if applicable)	11/16/2015 To 12/15/2015	Completed in the Payment Management . Completion time should be the same time as the Final QPR submission. Further instructions will be out by Program Office.
Quarterly Performance Reports	All Grantees	FY16 Q1: 10/01/2015 To 12/31/2015	01/20/2016	Grantee primary GIFTS account holder will receive a "requirement" to upload reports. Financial Report is a customized template. Qualitative (Narrative) Reports available on the SSVF University

Updated: July, 30th 2015

Supportive Services for Veteran Families
Reporting Schedule by Event

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
Program Changes	All Grantees	Quarter 4 Program Change Request	8/7/2015	Additional deadline, to facilitate volume of HHS Change Requests . Any requests submitted by 8/7 will be processed this month. Requests are submitted to the SSVF_Changerequests@va.gov
Program Changes	All Grantees	Quarter 4 Program Change Request	9/1/2015	Regular Deadline: Program Change Requests submitted between 8/8 - 9/1/2015 will be processed after 9/1/2015, as per the Companion Guide , located on SSVFU. Requests are submitted to the SSVF_Changerequests@va.gov

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
SSVF Education Series	Program Manager Staff, Lead Case Managers, Outreach staff	Outreach Strategies	9/30/2015	Optional Webinar- SSVF grantees will share current practices. Registration link in SSVF Weekly Program Update.
SSVF Education Series	Program Manager Staff, Lead Case Managers, Direct Service Staff	Barrier Busting Strategies	12/2/2015	Optional Webinar- SSVF grantees will share current practices. Registration link in SSVF Weekly Program Update

Updated: July, 30th 2015

Supportive Services for Veteran Families
Reporting Schedule by Event

Event	Grantee Staff Responsible	Topic or Date Range	Due Date	Notes
SSVF National Webinar	Program Manager Staff, Quality Assurance Staff, Data Specialist and Direct Staff who enter HMIS Data	Understanding Repository Monthly Grantee Reports	8/6/2015	Additional Webinar- Registration link in SSVF Weekly Program Update
SSVF National Webinar	All Grantee Staff	SSVF Annual Report; Homelessness Prevention	8/20/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update
SSVF National Webinar	Program Manager Staff, Direct Service, Benefits Specialists	Key Strategies for Connecting Persons Experiencing Homelessness to SSI/SSDI Benefits	8/27/2015	Additional Webinar- Registration link in SSVF Weekly Program Update
SSVF National Webinar	All Grantee Staff and Community Partners	Community Plan Updates	9/17/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update
SSVF National Webinar	TBD	TBD	10/15/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update
SSVF National Webinar	All Grantee Staff and Community Partners	Community Plan Updates	11/19/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update
SSVF National Webinar	TBD	TBD	12/17/2015	Regular 3rd Thursday National Webinar- Registration link in SSVF Weekly Program Update

Updated: July, 30th 2015